DBF Secure Message Center

Secure E-Mail Procedures
For Users Outside the DBF

November 7, 2005

Contents

1. Introduction

The Georgia Department of Banking and Finance has implemented a secure electronic mail system to protect the integrity and confidentiality of information being transmitted through the Internet.   To meet improved industry best-practice standards, all confidential email communication you receive from us will now take advantage of ZixCorp encryption services. ZixCorp's easy-to-use e-messaging protection makes it easy for you to both receive and read all of our encrypted communications - whether you are a ZixCorp customer or not.

The privacy of business communication is important to us and we want to ensure your information stays private.

This solution secures and encrypts all email communications when designated by the DBF e-mail user. Any DBF employee can initiate secure e-mail to anyone else with an Internet e-mail address. Recipients of these e-mails can retrieve and reply securely to the messages by doing the following;

1. You will receive an email notification that a secure message is waiting for you at the DBF Secure Message Center web site.

2. This notification will instruct you to go to the message center where you will

       a. Register an account

       b. Read the secure email

       c. Respond to the email

Account registration is a one-time process. If your account is not used for a period of 180 days, it will be automatically be deactivated and you will have to re-register to receive any further secure emails. The details of this process are described in the following pages.

2. Receiving DBF Secure Messages

Follow the link in the message to register and retrieve the message from the DBF Secure Message

3. Registering for DBF Secure E-Mail

- If you have not registered with the DBF Secure Message Center, you will be prompted to register before you can read the message. Registration is a one-time, quick and easy process.
- When the registration screen appears, simply enter a new password twice, a password reminder phrase, and click "Submit Password".

GA DBF SECURE MESSAGE CENTER
Georgia Department of Banking & Finance

Register below for your mailbox to send and receive secure messages.

Password Rules

Passwords must be at least six characters and must meet two of the following three conditions:

- Contain both alphabetic and numeric characters
- Contain both uppercase and lowercase characters
- Contain at least one special character such as: ~!@#$%^&

Email Address:	
Password:	
Re-enter Password:	
Password Reminder Phrase:	

Choose a word or phrase that will help you remember your password.

Submit Password

For Customer Support, please email us at support@dbf.state.ga.us.

- You are now registered to receive DBF Secure E-Mail. The DBF Secure Message Center will take you to your new inbox where you can read the email message. Please be aware that this message will automatically expire after a period of 14 days from the time it was received in your inbox. There is no way to retrieve this message after it has expired. **DBF strongly encourages you to download or print the message and save it for record keeping purposes.**

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Help   Log Out

| Inbox | Sent Mail |

Reply   Delete   Printer-Friendly Version

Received:	Nov 8, 2005 07:55:54 EST
Expires:	Nov 22, 2005 07:55:54 EST
From:	leap@dbf.state.ga.us
To:	dbleap0502@hotmail.com
Cc:	
Priority:	Normal
Subject:	confidential
Message:	test 2

This message was secured by ZixCorp(R).

Attachments: **Download**   Email message as a text file

Reply   Delete   Printer-Friendly Version

4. Reading Secure Email When Already Registered

- Again you will receive an email notification in your regular email box. Click the hyperlink in the message to log into the DBF Secure Message Center. The DBF Secure Message Center login page will load into your web browser. Enter your email address, if required, and password. Then click **Log In.**

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WELCOME TO THE GEORGIA DEPARTMENT OF BANKING AND FINANCE SECURE EMAIL MESSAGE CENTER

Email Address:

Password:

Log In

Useful Links:
Forgot your password? Change your password
Forgot your password? Send a password reminder
Register for a new account
Use online help

For Customer Support, please email us at support@dbf.state.ga.us.

5. Opening Attachments

If the DBF secure message you received includes file attachments, additional download buttons will be available. These buttons will allow you to download each attachment individually or download the email message and attachments as a single zipped file. DBF encourages you to acquire a Microsoft Windows ™ compatible compression utility such as WinZIP™ (http://www.winzip.com).

To download and open your attachment:

•   Click the download button.

Inbox	Sent Mail

Reply   Delete   Printer-Friendly Version

Received: Nov 8, 2005 09:56:51 EST
Expires: Nov 22, 2005 09:56:50 EST
From: leap@dbf.state.ga.us
To: dbleap0502@hotmail.com
Cc:
Priority: Normal
Subject: secure
Message: this is an attachment test

This message was secured by ZixCorp(R).

Attachments: Download   Email message as a text file

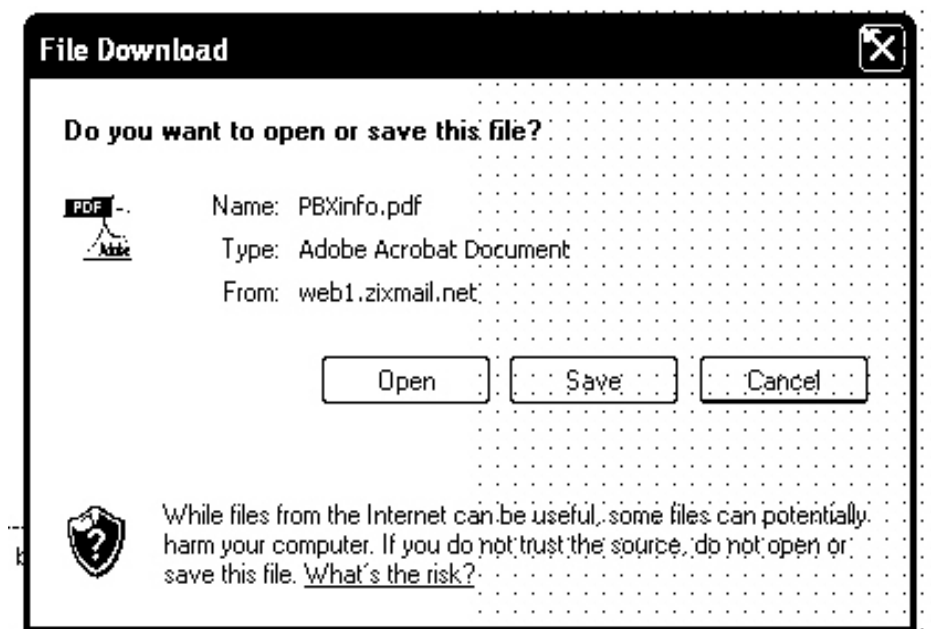Download   PBXinfo.pdf

or

Download   Email message and Attachments as zip file

Reply   Delete   Printer-Friendly Version

- Click **Save** (some browsers may not give you the options to save, but instead will open the file)

File Download

Do you want to open or save this file?

Name: PBXinfo.pdf
Type: Adobe Acrobat Document
From: web1.zixmail.net

[Open]   [Save]   [Cancel]

While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. What's the risk?

- Choose a location to save the file and click Save.

Save As

Save in: Desktop

My Documents
My Computer
My Network Places
Applications
citrix
Dell C800
desktop items
DL140Nic
Docs
EVO
Firebox Downloads
Key Generator Application
Misc
New DSI Agents & Software
server patches

System Ad
watchguar
zendownlo
zixvpm
8603maint
Administra
CitrixAcces
Control Pa
PBXinfo
Scholarship

My Recent Documents
Desktop
My Documents
My Computer
My Network

File name: PBXinfo
Save as type: Adobe Acrobat Document

[Save]
[Cancel]

- When the download is complete, click **Open** or browse to the location of the file and double-click to open.

Download complete

Download Complete

Saved:
PBXinfo.pdf from web1.zixmail.net

Downloaded: 208 KB in 1 sec
Download to: C:\Documents and Settin...\PBXinfo.pdf
Transfer rate: 208 KB/Sec

☐ Close this dialog box when download completes

[Open]   [Open Folder]   [Close]
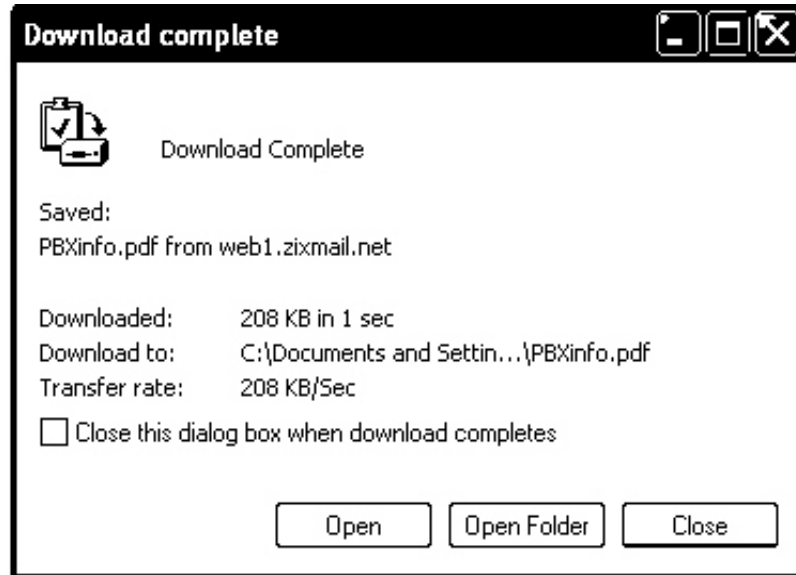
6. Replying to a Secure Message

Non-DBF users can only reply to the sender of the secure message unless they have purchased the **ZixMail** client (**To obtain a ZixMail client users can goto www.zixcorp.com, in the upper righthand corner there is an icon that says "ZixMail (buy it now)". They can register here for a ZixMail account and pay via Credit Card. Or they could also contact Support @ support@zixcorp.com or (888)576-4949.**

Replies are only sent back to the original sender, and there is no "reply to all" function.

• Click on **Reply**. You will be presented with a screen where you can type in a response. **Please note that forwarding is not supported**

- **Attaching Files**: Users may attach as many as 10 attachments and up to a total of 15MB in size.

  a. Click the **Attach File** button. This will bring up the Attach Files screen.

  b. Click the **Browse** button to locate to file on your computer or network.

  c. Click the **Attach File** button. Your file will then appear in the Attachments box
     Note: *Depending upon your network connection and the size of the attachment, this step may take a minute or more.*

  d. To remove the attachment, select it in the Attachments box and click the **Remove File** button

  e. Click the **Done** button to complete the attachment process.

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Help   Log Out

Inbox | Sent Mail

To: leap@dbf.state.ga.us   Priority: Normal ▾
Subject: REPLY: secure

Send

Message:
```
|                                                                   ^

--- Original Message ---
this is an attachment test



------------------------------------------------------------------- —
--------
This message was secured by ZixCorp(R).                            ▾
```
Attach File   Send

Attachments: -- None --

- To send your message, click **Send**

- After sending the reply, a copy of your response is saved in your Sent Mail area. Please be aware that this message will automatically expire after a period of 14 days from the time it was sent. There is no way to retrieve this message after it has expired. **DBF strongly encourages you to download or print the message and save it for record keeping purposes.**

- You **must** use the Log Out button to securely exit the system.

GA DBF SECURE MESSAGE CENTER
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| Help | Log Out |

| Inbox | **Sent Mail** |

Priority	Delete	To	Subject	Sent	Expires
	☐	leap@dbf.state.ga.us	REPLY: secure	Nov 08	Nov 22
	☐	leap@dbf.state.ga.us	REPLY: confidential	Nov 08	Nov 22
	☐	leap@dbf.state.ga.us	REPLY: secure	Nov 08	Nov 22
	☐	leap@dbf.state.ga.us	REPLY: secure	Nov 08	Nov 22